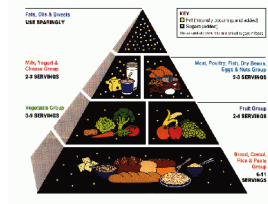APPENDIX A

THE 1995 DIETARY GUIDELINES FOR AMERICANS
(Adapted to Child Nutrition)

Offer a variety of foods.

Serve meals that provide age-appropriate calories and encourage regular physical activity to maintain or improve weight.

Serve plenty of grain products, vegetables and fruits.

Offer meals low in fat, saturated fat and cholesterol.

Use a moderate amount of sugar.

Use a moderate amount of salt and sodium.

Getting Started on Menu Planning
Using a NuMenus System

Here is a step-by-step approach to planning menus using the NuMenus system.

<u>Before Going to the Computer:</u>

1.   Plan the month's menu on paper.

2.   Obtain the nutrient information for processed foods to be used in the menu. This information can be taken off food labels. Collect labels from the food products. Vendors can also provide nutrient information. Commodity foods are already in the database of approved software.

3.   Highlight the food items that require a recipe. Collect and organize all recipes to be used within the month. Make sure each recipe lists the total yield and the portion size.

<u>Ready to Work on the Computer:</u>

1.   Now you need to enter the ingredients into your database. Many branded items, fruits/vegetables, milk, and commodity items are already in the database. Check to see if the ingredient is in the database by doing a search or listing the ingredients. If the ingredient is in the database, compare the brand name <u>and </u>the nutrient information with the information you have collected. It is very important that the ingredients entered have the correct nutrient information.

2.   When you have the ingredients entered, you can formulate recipes. Exact steps may vary, depending on the program being used, but the basic process retrieves ingredients from the database and places them in a recipe. Use easy to remember names for your recipes so you can recall them later.

3.   Build a milk recipe by entering each kind of milk as a specific ingredient. The amount of each kind of milk used in the recipe should reflect the amount actually used each day.

4.   Set up the menu names for your menus. This is required for grades K-6 and grades 7-12 or can be customized to specific grades/ages for your students. This would be done for each meal you serve (lunch and breakfast, if applicable). If you need the "Nutrient Standards" for fiber, sodium, and cholesterol, contact your state agency.

5.   You can now create daily menus by retrieving the recipes used each day. This is when you will need to know the names of the recipes used.

6. Plan your menu, on the computer, for each day for the K-6 grade students. Plan your menu for the grades 7-12 students by copying the K-6 menu into the 7-12 menu on the computer and adjusting each day's portion sizes as needed to meet the Nutrient Standards of these older students.

7. Weight the food choices for grade K-6 menus and grade 7-12 menus, if you offer choices or do an offer versus serve program.

8. Print out a menu calendar report for each week of menus for each specific grade group (K-6 and 7-12).

9. Print out a menu spreadsheet report for each week of menus for each specific grade group (K-6 and 7-12).

10. Evaluate the menus for how they meet the Nutrient Standards for calories, fat, protein, and other key nutrients.

11. Back up your data to floppy disks every time a change is made. By having the information on the floppy disks, you have extra copies of all your computer data -- just in case your computer would fail! It's like an insurance policy! This way you will not need to print out each month's information. When you are reviewed by the state, you will be asked for hard copies of the nutrient analysis information or a backup disk.

For more information or assistance, contact your State Agency.

APPROVED SOFTWARE PROGRAMS FOR NUTRIENT ANALYSIS

For your information, the following is an updated list of software companies (as of July 1997) that have been approved for use in NuMenus, Assisted NuMenus, and the State review of Food Based Menus.

Computer Assisted Food Service (CAFS)
Contact: Mr. Andrew Gilich, President
(800) 748-9631

School Nutrition Accountability Program
(SNAP)
Contact: Mr. Chip Goodman
(800) 423-2113

Lunch Byte Systems (NUTRIKIDS)
Contact: Paul Moriarty
(800) 724-9853

Horizon Software (BOSS)
Contact: Mr. Bob Williamson
(800) 741-7100

Bon Appetit Software, Inc.
Contact: A.J. Canales
(800) 347-4681

PCS Revenue Control Systems, Inc.
Contact: Safran Israel
(800) 247-3061

Computrition, Inc.
Contact: Ellyn Luros
(800) 222-4488

Keeping TRAC Software
Contact: Carolyn Gump
(800) 611-8722

Nutri-Comp Software Systems
(RECIPE EXPRESS)
Contact: Ralph Ray
(360) 699-4567

For an updated list, contact your State Agency.